

BUILDING PERMIT PROCEDURES AND MINIMUM PLAN REQUIREMENTS FOR RESIDENTIAL PROJECTS

BUILDING DIVISION

This document is intended to provide procedures for developing a complete residential building permit application with minimum plan requirements for submittal.

PLEASE NOTE: The applicant must receive approvals from **Planning and Zoning, Environmental Quality, Engineering, and the Building Division** before a Building Permit will be issued.

Complete the Application Form. Application forms will only be accepted if all requested information is supplied or acceptable provisions are made. Completed applications shall be submitted to the Building Division of the Department of Community Development, 2500 North Ft. Valley Road, Building 1, Flagstaff, Arizona 86001 (telephone 928-679-8850).

The following shall be provided in addition to the required applications:

I. Non-Refundable Deposits

Make checks payable to **COCONINO COUNTY COMMUNITY DEVELOPMENT**

- Single Family Dwelling \$300.00
- Other \$40.00

II. Community Development Department Approvals other than the Building Division

A. Planning & Zoning Approval

Applications and plans submitted for building permits shall be approved by the Planning and Zoning Division, in accordance with the Coconino County Zoning Ordinance before the Building Permit will be accepted or reviewed. A review includes legality of the property, property identification (Assessor Parcel Number), property access, setbacks compliances, correct zoning for use, lot coverage, lighting, signage, parking, landscape, design review overlay, zoning violations, size of the structure(s), and distances to other homes.

Other required approvals from Planning and Zoning may include: conditional use permits, variances, administrative adjustments, temporary use permits, land division permits, split/combination applications, zone changes, design review overlays, abandonments, home occupations, cottage industries, guest homes, group homes, bed and breakfasts, sign permits, lighting permits, fence requirements, landscaping plans, agricultural uses for animals, area plans, Flagstaff regional plans, comprehensive plans, and energy elements.

B. Environmental Quality - Septic Permits or Sewer Availabilities

1. All construction shall be reviewed by the Environmental Quality Division before a building permit will be issued.
2. Some areas with community sewer require proof of available sewer such as Pinewood, and Kachina Village, Other community sewer systems may not require approvals.
3. In the event that the Arizona State Department of Environmental Quality (ADEQ) is involved in the approval and issuance of the Alternate Waster Water System Permit it is still required to submit to the Public Health Services District - Environmental Services for permit tracking and sign off approval on the building permit.

C. Engineering Division - Right of Way, Grading, Excavation and Hydrology Permits

1. Applications are available at the Community Development Department counter and at www.coconino.az.gov.
2. Submit the Right of Way, Grading & Drainage and Hydrology Application with the Building Permit Application, Provide 1 scaled site plan for the Right of Way, Grading & Drainage and Hydrology Application.
3. Any improvements within the county right-of-way (such as landscapes, fences, monuments, retaining walls, asphalt or concrete parking areas, pipe headwalls, etc.), require an application and is subject to review, and must comply with current county standards.
4. Community Development requires a Hydrology Review (surface water drainage. The County Hydrologist's review provides information to the owner/contractor regarding the impact of the site's drainage on construction, or drainage resulting from construction that may impact adjacent properties. The County Hydrologist will present the applicant (in writing) with the findings of the review and any drainage requirements or modifications for the site.

D. Coconino County Sustainable Building Program

The Coconino County Sustainable Building Program (CCSBP), provides the opportunity to design and build beyond the International Energy Conservation Code (IECC). Projects that participate in the program can benefit from reducing the use of energy, water, and resources, as well as increasing healthier indoor and outdoor environments.

Free services provided by the Sustainable Building Program include: consultations, resources, educational programs, plan reviews, field inspections, code support for conventional and alternative constructions, and the Sustainable Building Awards Program.

III. Time Limitations and Adopted Codes

- A. Building permits are valid for 180 days. Permits are automatically renewed when an inspection is requested and preformed. When inspections are preformed, permits are renewed for additional 180 days. If the structure is not completed within the 180 days (from date of issuance or from last inspection), the permit shall be required to be renewed, some fees may be required.
- B. **Permits that are not picked up and paid for within 180 days of notification are considered "ABANDONED" and will not be kept by the building division (International Residential Code, Section R105.3.2).**

The following codes are used by the Coconino County Building Division:

2012 International Residential Code, 2012 International Building Code, 2012 International Mechanical Code, 2012 International Fuel Gas Code, 2012 International Plumbing Code, 2012 International Energy Conservation Code, 2012 International Existing Building Code and 2011 National Electrical Code (Coconino County Building Ordinance 2014-07).

IV. **Residential Plan Requirements for all Division:**

To process Building Permit Application one (1) complete set of construction plans shall be submitted containing 3 scaled site plans and 1 additional floor plan for the review and comment process. During the review process if there are comments they are noted on the plans and in a comment letter. Once this is completed the reviewed plans along with the comment letter will be given back to the Owner/Contractor so they can transfer the comments to a new single set of corrected plans. The corrected plans and the original reviewed plans and comments shall be resubmitted for review. This process will be followed until all deficiencies have been corrected.

A. **Site Plans Requirements**

SITE PLANS are required to be submitted with all building permit applications. Incomplete site plans will be not be accepted. A checklist will be provided at the time of building permit submittal to ensure all elements are provided and will require signature by applicant to verify all information to be true and correct. **Site plan SHALL be on its own page.**

At time of submittal the following documents will be internally submitted to these Divisions.

1. Environmental Quality Division - Septic Approval: One (1) Copy of the site plan and One (1) extra copy of the floor plan are required at time of permit submittal.
2. Engineering Division: One (1) copy of the scaled site plan is required.

B. **Site Plans Shall Include At Least The Following Information:**
Individual Departments May Require Additional Details

1. **SITE PLAN – MUST BE DRAWN TO SCALE: 1" = 10'** for parcels of less than 1 acre, **1" = 20'** or **1" = 30'** for parcels of one acre up to 2 ½ acres and **1" = 40'** or **1" = 50'** for parcels over 2 ½ acres. For parcels that exceed 2 ½ acres or of irregular shape, site plan overviews at scales of **1" = 100'** are required along with an inset plan of the structure(s) and on-site sewage system at one of the scales identified above.
2. Certain subdivisions may have Home Owner Associations (HOA). That shall require the plans to be approved by the Association prior the Building Permit Application. To determine if subject property is in such a subdivision **See Home Owner Association Approval list below.**

C. **General Property Information:**

1. Show the entire property (parcel) by the plated property lines; include all property dimensions; and street(s) labeled.
2. Show the minimum required **setback lines** (front, sides and rear) conforming to the zoning district. This information is available from Planning and Zoning Division.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Show the high and low elevations of the lot, show the finish floor height of the structures, when the slopes exceed 10% (1 foot for every 10 foot drop) on the site provide 2 feet contour lines. Show all cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.
7. Homes located in a county island designated as small municipal storm sewer systems are required to obtain a NOI (Notice of Intent) from ADEQ.
8. The SWPPP (Storm Water Pollution Prevention Plan) is required on the site plan.

D. **Existing Property Improvements:**

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

E. **Proposed Property Improvements:**

1. Location and dimensions of all proposed structures in relation to property lines and other structures. Label all proposed structures and cross hatch for clarity.
2. Location of all proposed wells.
3. Location of all new driveways and road improvements including type of material.
4. Show all utility connections and line directions:
 - a. Septic tank and Leach field location, reserve area and sewer line locations.
 - b. Water line and gas line location.
 - c. Liquid propane gas tank location or natural gas meter location (dimension).
 - d. Underground liquid propane tank location (dimension).
 - e. Air conditioner location.
 - f. Electric meter location.
6. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
7. Fence locations. Describe type and height of fence.

F. **A Survey Of The Property By A Registered Land Surveyor Is Required If Any Of The Following Apply:**

1. The proposed construction is within a Special Floodplain Hazard area.
2. If the structure is to be built on a minimum setback line.
3. When the Building Official requires verification that the location of the structure (s) is in accordance with the approved plans (2012 International Building Code and 2012 International Residential Code R-106.1.1).

V. **Foundation Plan** -- Scaled 1/4" equals one (1) foot

- A. Fully dimensioned two-line drawings -- show all foundations, footings, stem walls, piers, interior and exterior, fireplace, columns and Braced Wall Line Footings; decks and accessory buildings.
- B. Show Crawl space or basement.
- C. Detail on the Floor Slab.
- D. Show in-floor heating with details.
- E. Show Under slab duct runs with material type and installation methods.
- F. Electric circuits with conduit and installation methods.

VI. **Floor Framing Plan:** -- Scaled 1/4" equals one (1) foot

Identify all framing, framing connectors and hardware, manufactured floor truss system or I-joist floor system. The owner/contractor shall supply the specifications at time of building plan submittal.

VII. **Floor Plan:** -- Each floor including basements, scaled 1/4" equals one (1) foot

- A. Fully dimensioned two-line drawings (show all walls with openings and posts, rooms, halls, stairs, etc. Label all rooms and spaces.
- B. Show all braced wall lines and panels.
- C. Door and window locations and sizes.
- D. Emergency exit windows.
- E. Show all exterior decks.
- F. Appliance, water heater, wood stove, fireplaces and cabinet locations identified.
- G. Show plumbing fixtures.
- H. Furnace, Water Heater, Wood stoves, Fireplaces, and Decorative Appliances. Provide Manufacturer's Specifications and Installation Guide.

VIII. **Electric Plan:**

- A. Show all Lights locations
- B. Show all Switch locations
- B. Show Grounding electrode type.
- C. Provide Panel Schedule.
- D. Provide Symbol Schedule.
- E. Smoke Alarms and Carbon Monoxide Detector location
- F. Show all Receptacle locations.

- X. **Elevations:** Scale 1/4" equals one (1) foot (front, right and left sides, and rear views)
- A. Four (4) elevations minimum for SFD
 - B. Two (2) elevations minimum for all other residential projects, unless other wised required.
 - C. Type of siding or exterior wall covering. Flashing -- roof to wall.
 - D. Show planters and other building projections.
 - E. Over-hangs dimensioned.
 - F. Provide roof ventilation calculations and area of venting.
 - G. Show Chimney Location, Height above ridge and spark arrestor type.
 - H. Show all Decks, Balconies and Porches locations, Guardrails, Stairs and landings.
 - I. Footings outlined: Show accurate grade line, show stepped foundation locations.
 - J. Building height dimensioned: elevations of two or more story buildings shall show an accurate grade line to determine actual heights of the building. Maximum building height shall be determined by Planning and Zoning, as per to the County Zoning Ordinance.
- XI. **Roof Framing Plan:** Scale 1/4" equals one (1) foot. Check live loads for your location:
- A. Load bearing beams, door and window header, sizes and indicate length of span.
 - B. Garage headers. Size and span.
 - C. Post locations and supporting beams.
 - D. Rafter sizes, direction and spacing. Ceiling joists.
 - E. Truss direction and spacing (engineered). Provide engineered truss specification details.
 - F. Ridge, valleys and hips sizes and labeled.
 - G. Blocking and bracing locations.
 - H. Show all covered deck roof framing.
- XII. **Cross Section:** Scale 1/4" equals one (1) foot or larger
- A. Make visible all construction elements.
 - B. Call out all mechanical connectors and hardware.
 - 1. Footing and stem.
 - 2. Show floor / roof Girders and joists, blocking; or slab with fill.
 - 3. Studs -- size and spacing.
 - 4. Floor and roof sheathing, type and size.
 - 5. Show Rafters, Engineered trusses and I-joist.
 - 6. Identify all Insulation location and type.
 - C. Call out all wall elements.
 - D. Call out all dimensions.
 - E. Show roof over-hang and attic space:
 - F. Show stair information with details, show guardrails information with details.
- XIII. **Details:** -- Scale 1/2" equals one (1) foot or larger
- A. Footing, Stem wall, Piers and all foundations and material used.
 - B. Show all connections and hardware between walls, floors, deck, ceilings and roofs etc.

XIV. Log Home Specifications:

- A. All logs used in log construction shall be graded and stamped by a certified lumber grading agency. Logs which will be used for the walls do not require a stamp provided a letter is submitted by the supplier identifying the grade, species, and moisture content of the log.
- B. Plans for log homes or log structures shall include:
 - 1. Species and grade of logs used.
 - 2. Moisture content of logs, if the moisture content of the logs is greater than 19%, the home shall be designed for settlement and the plans shall show the methods and details for that purpose.
 - 3. Method of installation for logs.
 - 4. Types of fasteners used and spacing requirements.
 - 5. Provisions for settling at all wall openings, load bearing posts, fireplaces, interior frame partitions, staircases, plumbing lines and all non-settling portions of the building.
 - 6. Type of materials and methods used to seal and chink the logs.
- C. Additional plans required for log homes shall include the architectural plans for a typical single family dwelling.
- D. Plans must be stamped by a professional architect or civil / structural engineer licensed to practice in the state of Arizona when:
 - 1. Log structural members are used for other than wall logs. i.e.: main ridge beams, roof beams, rafters, roof purlins, posts, floor girders, floor joist, or other similar applications.
 - 2. The log structure exceeds two stories in height.
- E. Plans required to be sealed by an architect or engineer, must contain the following information:
 - 1. The grade, species and moisture content of the structural logs.
 - 2. The fiber bending stress value of the logs.
 - 3. The design loads for the roof, floor and deck log members.
 - 4. Engineering calculations for all applicable log structural members.
 - 5. Provisions shall be made for all plumbing, electrical and mechanical in solid log construction.
 - 6. The plans shall show details on the installation of these systems.

XVI. Architect and Engineer Requirements:

The following list of plans and details shall be designed and stamped by an architect or engineer registered by the state of Arizona, Board of Technical Registration.

- A. New construction, additions and alterations for buildings of 3,000 square feet or more shall require an architect's stamp. (Exception – single family dwelling)
- B. Any prow wall and tall walls that are greater than 18 feet in height for 50 percent of the wall.
- C. Fill material for support of any bearing footing.
- D. Fill placed on a parcel of land such as a building pad or supporting a building slab in excess of 4', shall be designed by an engineer as to the composition; placement, compaction and frequency of soils test and soils tests and reports shall be provided.
- E. Fireplace and chimney columns used as structural supports.
- F. Structural log construction, for girders, joist, rafters, post and beams, etc. Wall logs excluded with approved stacking and joining methods.
- G. Any structural steel building shall be designed for snow load, wind speed and seismic zone, check with Coconino County Building Department for requirements. Engineered steel structures shall have the design and the plans stamped by an engineer licensed in the State of Arizona for the structure and foundations.
- H. Masonry lintels with a span greater than 8'.
- I. Foundations constructed in expansive clay soils.

XX. List of Home Owner Approvals that are required and shall meet the following standards:

- A. A letter of approval from the Home Owner Association.
- B. All pages of both sets of plans shall be stamped with an original stamp as approved by the Home Owner Association. No copies of approved stamps will be accepted.

This shall be done before plans may be submitted to the Coconino County Building Division for plan review. Any set of plans for which Home Owner Association approval is required will not be accepted by the Building Division for plan review without these new standardized requirements.

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| 1. Aspen Shadows | 13. Mogollon Ranch |
| 2. Bear Park | 14. Pine Canyon |
| 3. Blue Ridge Estates | 15. Red Lake Estates, Unit 1 and Unit 2 |
| 4. Cosnino Equestrian | 16. Sacred Peaks |
| 5. Flagstaff Ranch Golf Club | 17. Slayton Ranch Estates |
| 6. Forest Highlands | 18. South Rim Ranch |
| 7. Foxboro Ranch Estates | 19. South Rim Manufactured Home Park |
| 8. Grenehaven | 20. Starlight Pines |
| 9. Highland meadows | 21. Starlight Pines Ranchettes |
| 10. Howard Mesa Ranch | 22. Sunset Vista |
| 11. Lockett Estates | 23. Tamarron Pines |
| 12. Lockett Ranches | |

XXI. Arizona Blue Stake: shall identify and mark underground facilities, wherever excavations are scheduled. Call two workings days before you dig. **CALL BEFORE YOU DIG! 1-800-782-5348.**

XXII. Arizona Public Service: shall be contacted for locations, specifications, and information concerning new electric service installation at (928) 773-6414. For information to have an electric service energized or for temporary power, contact APS at (928) 779-6911 (or toll free at 1-800-253-9405). APS is located at 101 W. Cherry, Flagstaff, Arizona 86001.

**Coconino County Community Development
Contact Phone: (928)-679-8850**